

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 15</p> <p style="text-align: center;">Reaffirmation Agreements</p>

The following procedure demonstrates how to file Reaffirmation Agreements, an agreement between the debtor(s) and creditor to reaffirm a debt. There are two docket events to select from and a description for each is as follows:

- ✓ Reaffirmation Agreements - No hearing required [Local Rule 4008-1(A)]
- ✓ Reaffirmation Agreements (Pro Se) - Hearing required [Local Rule 4008-1(B)]

In our example, the Reaffirmation Agreement is being filed by a creditor's attorney. No hearing is required because the required signatures of the debtor, debtor's attorney, and creditor are contained in the imaged document. In addition, the reaffirmation agreement was entered into prior to court issuance of the Discharge of Debtor(s).

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

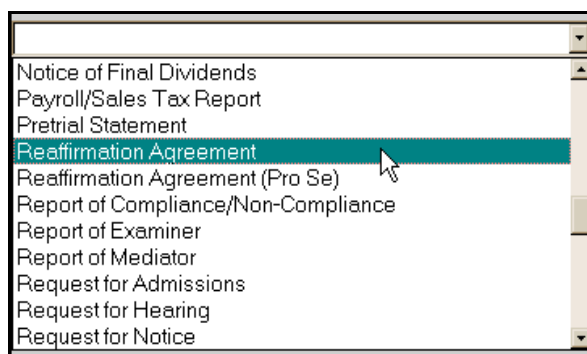
STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.

STEP 4 **Verify the identity** of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 5 The **Miscellaneous** event screen will display.

- ◆ Use the drop down list to locate the item or click on the "r" repeatedly until the **Reaffirmation Agreement** or **Reaffirmation Agreement (Pro Se)**, appears highlighted. Click **Next**.



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STEP 6 Click on the check box if document is being filed jointly with other attorney(s). Click **Next**.

STEP 7 The **Select the Party** screen will display.

- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next**.

If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor, you may search by social security number or tax id number, if known.

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O’Brien”, “McDonald”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, social security number or tax id number. If information in the pop-up screen matches the desired party, click on **Select Name from List**. If not, click on **Create New Party**.

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STEP 8 The **Party Information** screen will display. Enter or change fields as needed. Also, change the **Role** type to “Creditor.” Click **Submit**.

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO “CREDITOR.”

Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., “ABC Corporation” should not be entered as “ABC Corp”). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.

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- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 9 The **Select the Party** screen will appear again with the added party highlighted. Click **Next**.

STEP 10 Click on the check box to establish a link between the creditor and the attorney, if needed. For our example, click on the box to establish a link. Click **Next**.

STEP 11 The **Miscellaneous** screen will display.

- ◆ If you selected **Reaffirmation Agreement**, the following will display:

<p>The attached document MUST contain the signatures of the Debtor(s), Attorney for Debtor(s), and Creditor.</p>
<p>Next Clear</p>

- ◆ If you selected **Reaffirmation Agreement (Pro Se)**, the following will display. Click **Next**.

<p>The attached document MUST contain the signatures of the Debtor(s) and Creditor.</p>
<p>Next Clear</p>

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STEP 12 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 13 The **Miscellaneous** screen will display. Enter the name of the creditor. Click **Next**.

STEP 14 **Verify the identity** of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 15 The **Docket Text: Final Text** screen will display. This is the screen which commits this transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.

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STEP 16 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.